

City of Hollister

Request for Proposals



For Consultation Services to Prepare

A Storm Water Master Plan For The Hollister municipal Airport

Deadline for Submission: 3:00 p.m. April 30, 2009

Contact: Mike Chambless, Airport Director
(831) 636-4365

City of Hollister
375 Fifth Street
Hollister, CA 95023
(831) 636-4370

REQUEST FOR PROPOSALS – DESCRIPTION OF REQUIREMENTS

A. PROJECT DESCRIPTION

The City of Hollister Municipal Airport is seeking proposals from well qualified and experienced consulting firms to provide services for the development of a Storm Water Master Plan for the Hollister Municipal Airport.

The Hollister Municipal Airport property consists of approximately 340 acres of property which primarily drains to the Northeast. A comprehensive storm water master plan is needed to address existing deficiencies and to appropriately plan for future onsite development. This is a vintage facility with much of the existing drainage utilizing open channel conveyance. In order to maximize the commercial potential of the property and increase safety around the runways and taxiways, the master plan must consider the potential for subsurface drainage infrastructure in the unimproved/underutilized areas. In addition, the plan must address issues of wind blown water entering existing hangers/business that have direct access to the airside facilities. Finally, the plan must address existing deficiencies with the internal streets and business areas that do not have runway access. All proposed improvements must be consistent with existing Federal Aviation Administration (FAA) guidelines and circulars and best practices.

The consultant shall prepare cost estimates for the completion of all work contemplated by the Master Plan in 2009 dollars. The work shall be further broken down into a Recommended Implementation Plan to allow for the orderly completion of the Master Plan

B. SCOPE OF WORK

The Consultant will provide the services described below. Other services that the Consultant believes may be appropriate or necessary for the successful completion of the services should be identified in the Proposal, but described and listed as proposed additional services along with a separate itemization of the costs for each additional task. The City reserves the right to negotiate with the selected firm on the final work plan.

1. Tasks to be completed

- Complete a Site Assessment
- Review City Ordinances and FAA Regulations Pertaining to Drainage and the Airport
- Review Airport Master Plan and the Airport Layout Plan (ALP) to assess existing and potential future drainage requirements.
- Present Draft Master Plan to the Airport Commission

- Attend and present Final Master Plan to the City Council for adoption.
 - Deliverables to include 15 copies (14 bound and 1 unbound for duplication) and 1 electronic copy of Final Master Plan as well as back up documentation. All information developed as part of the project, including graphics and data, shall become the property of the City upon completion of the project. All text shall be submitted in a file on a CD-ROM. All original graphics generated as part of this project shall be submitted to the City in an easily reproducible hardcopy and electronic format subject to the approval of the Airport Director.
2. **Meeting Representation and Facilitation** Attendance and presentation of information at meetings of the Airport Commission, City of Hollister City Council, and other such meetings, as deemed appropriate. City staff anticipates approximately two (2) public meetings that the Consultant will need to attend.
 3. **Staff Coordination** the Consultant shall provide close coordination with City staff. At minimum, the consultant shall expect to attend meetings for project kick-off, 30%, 60%, 90% and final plan review.
 4. **Materials to be provided by the City** the City will provide staff for project coordination, review, and oversight of the required tasks, as well as public meeting facilitation. The City will provide 2000 era topographic information (2' intervals) for the entire project site (at the consultants choice, an optional task for additional topography may be included in the proposal).

C. **COMPENSATION AND REIMBURSEMENT OF EXPENSES**

The compensation for the services listed in each task or subtask submitted in the proposal shall not exceed the total project costs. Reimbursement for expenses incurred by the Consultant shall be for actual costs incurred by Consultant to complete the work and shall be clearly defined in the proposal. Consultant shall submit for review and approval an invoice detailing the services provided and associated reimbursable expenses. Each invoice shall be reviewed to determine whether the services provided have been completed in a manner that is satisfactory to the Airport Director.

D. **PROPOSAL CONTENT**

The proposal shall include the following as a minimum:

1. **Transmittal Letter** the letter shall state the location where the work is to be performed, identifies sub-consultants and responsibilities, and be signed by a principal of the firm.
2. **Cover Page** the cover page shall include the firm name, title and date.
3. **Demonstration of Project Understanding** A detailed discussion of the project showing the Consultant's understanding of the project requirements and constraints, including time frames to be met.

4. **Work Plan** Detailed description of the approach and methodology to be used to meet the objectives of the project.
5. **Project Team** List of personnel directly assigned to the project, along with responsibilities on this project and resumes. Include an organizational chart of personnel involved in the project. The City of Hollister reserves the right to approve Consultant's project manager and any requested personnel and sub-consultant changes during the course of the project.
6. **Statement of Experience and Qualifications** A list of current and past work on similar projects, staff who worked on these projects, and corresponding client's names, titles, and phone numbers are to be included.
7. **Execution of Sample Agreement** A statement that the Sample Agreement (Exhibit B) has been reviewed by the appropriate personnel, and a list of any exceptions or changes which are requested prior to execution of the Agreement. No requests will be entertained other than those presented in the proposal.
8. **Cost Proposal** A detailed, task-related accounting of the estimated number of hours and Hourly rates for each employee working on the proposed project, travel, report preparations, copying, office support, and all other overhead costs. Each proposed task should be accompanied by a "not to exceed" cap on costs.

E. PROJECT SCHEDULE

The intent of this project is to complete all required tasks as soon as possible, based upon the following proposed schedule:

1. Proposals Due.....April 30, 2009
2. Consultant Interviews.....Week of May 11, 2009
3. Submission of Project to FAA.....June 1, 2009
4. Contract Awarded.....July 20, 2009
5. Notice To Proceed Issued.....July 27, 2009
6. Review by Airport Commission.....December 23, 2009
7. Consideration by City Council.....January 4, 2009

F. PROPOSAL SUBMITTAL

Proposals submitted for the requested consultant services must meet the following criteria to be acceptable for consideration regarding this project.

1. Submit five (5) bound proposal copies **no later than 3:00 p.m. April 30, 2009**, to the City Clerk's Office, 375 Fifth Street, Hollister, CA 95023.
2. The proposal shall not exceed twenty (20) 8 1/2" x 11" sheets of paper, excluding the cover sheet, table of contents, and index sheets. Cover letters will be counted as part of the twenty (20) sheets. Each sheet may be printed on both sides. Resumes should be brief to keep the proposals within this limit.

3. **The Consultant's fee for completing the project must be submitted in a sealed envelope clearly marked envelope 'B', with the Consultant's name and "Proposal for City of Hollister Airport Storm Drain Master Plan". Following the selection process, envelope 'B' from the consultant ranked first will be opened and reviewed by the City and a final contract amount will be negotiated. If staff is unable to reach agreement with the top ranked consultant, staff will open envelope 'B' of the second ranked consultant and attempt to reach agreement. All unopened envelope 'B's will be returned to that appropriate consultants.**
4. Proposals received incomplete or after the deadline, for any reason, shall not be accepted.
5. The successful Consultant shall be expected to fully meet all representations made in its proposal, including demonstration of project understanding, work plan, project schedule, project team, and cost proposal.

G. EVALUATION OF PROPOSALS

The City shall evaluate the proposals as described below. Questions concerning the project and/or proposal requirements should be direct to Mike Chambless, Airport Director at (831) 636-4365 or mike.chambless@hollister.ca.gov.

1. Proposals shall be opened and checked to ensure that each complies with the requirements of the RFP. The absence of required information may render the proposal non-responsive and may be cause for rejection.
2. Prior to final Consultant selection, a short list of qualified and responsive Consultants will participate in an interview. The purpose of the interview will be to provide an opportunity for each Consultant to present their qualifications and proposals in person and to answer any questions that the City may have regarding the Consultant's submittals.
3. The input of references may be considered in the ranking of proposals.
4. Consultants will be ranked based on the criteria listed below.
 - a. Knowledge and recent experience in storm drain master planning and design for large projects.
 - b. Nature and quality of work completed for similar projects (reference specific projects).
 - c. Expertise and directly related experience of technical staff and the project manager.
 - d. Technical merits of the proposal.
 - e. Ability of firm and personnel to meet time frame for project completion.
 - f. Compatibility with the City of Hollister Airport Master Plan/Airport Layout Plan.

H. SELECTION PROCESS

The successful candidate will be determined by a combination of the Consultant's proposal and subsequent interview. The proposal and interview will be weighted equally.

1. **Interview Process** Interviews will be conducted during the **week of May 11, 2009, at City of Hollister, City Hall located at 375 Fifth Street, Hollister CA**. Interviews will be limited to 30 minutes consisting of a 15 minute consultant presentation followed by 15 minutes allowed for questions and answers.

I. TERMS OF REQUEST FOR PROPOSALS

1. **Acceptance of Proposals** The City reserves the right to reject any and all proposals and To waive any informality, technical defect, or clerical error in any proposal. This RFP is Not an offer to contract.
2. **Oral Communications** any oral communication between the City and the Consultant is Not binding, nor will it modify the RFP in any way.
3. **Amendments** If deemed necessary by the City, the City may amend the RFP in writing. The amendment will be mailed to all Consultants receiving the RFP.
4. **Proposal Cost** the cost of developing the proposal is the sole responsibility of the Consultant. The City is not liable for any costs incurred by those submitting proposals.
5. **Proposal Submission** Consultants may submit their proposal by any means (e.g. U.S. Mail, Fed Ex, courier, etc.). Proposals must be received at the address and by the time specified in this RFP.
6. **Basis for Proposal** The RFP and any amendments to it represent the most definitive statement the City will make concerning information upon which proposals are to be based. Consultants will be assumed to have thoroughly examined these documents. Any clarification to these documents shall be requested in writing by the Consultant at least one (1) week before the deadline for proposal submission. Written interpretations or changes to the RFP made by the City will be furnished to all Consultants receiving the RFP.

J. EXHIBITS

1. Project Location Map
2. Sample City of Hollister Professional Services Agreement

K. ADDITIONAL RESOURCES

Copies of the existing Airport Master Plan, Airport Layout Plan and the 2000 airport topographic map are available at the City of Hollister website, www.Hollister.ca.gov.